



Detroit Regional Census Center

Come join the Census Team, where everyone counts. The Census Bureau produces quality data that helps Americans better understand our country - its population, resources, economy, society and culture. We offer competitive salaries, flexible hours and work arrangements, developmental opportunities, recognition for a job well done, and a host of other employment incentives. If working in an environment that values your individuality and diversity and allows you to innovate, engage in problem solving, and achieve your professional goals appeals to you, then the Census Bureau is the place for you.

Census Bureau Employment Opportunity

Recruiting Assistant (RA):

Michigan, Ohio, West Virginia

(\$12.25/hr-\$18.00/hr location dependent)

Detroit Regional Census Center

300 River Place Dr.
Suite 2950
Detroit, MI 48207

P: 313.396.5200
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The Recruiting Assistant performs recruiting activities to ensure there is a sufficient pool of qualified applicants for temporary census employment.

- Works to ensure sufficient numbers of applicants are tested for temporary census jobs within their designated geographic area.
- Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions.
- Maintains good public relations with applicant referral and other employment sources.
- Periodically reviews existing recruitment materials ensuring the applicants are provided with a thorough explanation of the responsibilities of the position.
- Distributes posters and flyers at job fairs and performs other similar recruiting activities to recruit local residents.
- Responsible for scheduling and/or testing job applicants. Monitors the testing sessions, scores the test, reviews applicant forms and performs other tasks required.
- Locates space for testing applicants, assuring that it meets specific criteria.
- Sets up testing room in an appropriate manner to allow for a testing and reception area.
- Note: limited travel may be required depending on the location.

United States[™]
Census
2010

Download various forms for Census employment:

- [Census Employment Application](#)
- [Form I-9, Employment Eligibility Verification](#)

Note: All applicants must pass a written multiple choice test.
Call 1.866.861.2010 for test dates, times and locations.

Take the [practice test](#)!

For more information on this and other employment opportunities in the Detroit Region please visit us on the web at: <http://www.census.gov/rodet/www/2010employ.html>.

AN EQUAL OPPORTUNITY EMPLOYER